

# Grants to Improve Teaching and Learning

## REQUEST FOR PROPOSALS

2012-2013

### Submission Deadline:

Before 4:30 p.m.,  
Thursday, March 8, 2012

### Background

The Institute for Learning Partnership at the University of Wisconsin-Green Bay is seeking proposals for projects designed to improve teaching and learning in regional PK-12 schools. **The Institute is especially interested in supporting action research projects that address educational issues related to the increasingly diverse student population within area schools. Special consideration will be given to proposed projects that explore effective approaches to closing the achievement gap.** For the 2012-2013 grant cycle, the Institute will give special consideration to proposed projects that will:

1. Develop, implement, and evaluate instructional practices designed to improve the ability of ALL students to achieve acceptable levels of proficiency.
2. Implement and evaluate in various settings existing programs, practices, and techniques designed specifically to close the achievement gap.

However, any project with the potential to enhance teaching effectiveness and improve learner outcomes is eligible for consideration.

Proposed projects should involve the development and implementation of new practices and designs that address immediate needs or solve immediate problems within authentic teaching/learning contexts. Action research typically involves identifying problems and/or needs, considering alternative solutions, designing a plan of action, and evaluating the effectiveness of the implemented solutions.

Up to \$35,000 will be available to support projects in the 2012-2013 fiscal year. Projects may range from classroom-specific to multi-school or multi-district collaborations. However, a team-based approach is encouraged for even the smallest of projects. No single project will be awarded more than \$7,500. The following breakdown represents the desired range of funding allocations:

|                        |                |
|------------------------|----------------|
| Under \$1,500 .....    | 10-15 projects |
| \$1,500- \$3,000 ..... | 4-9 projects   |
| \$3,000-\$5,000 .....  | 3-5 projects   |
| \$5,000-\$7,500 .....  | 1-3 projects   |

### Eligibility

All teachers, administrators, and other professionals affiliated with CESAs 7 and 8 institutions participating in the Institute for Learning Partnership are eligible to apply. While collaborations are encouraged, a single entity (school, school district, etc.) must be designated as the fiscal agent.



## Primary Funding Criteria

To be considered for funding, a proposed project must:

- Define the problem(s) or need(s) being addressed
- Present clear objectives and measurable outcomes that are related to improving teaching and learning
- Include a detailed and sound methodology/project design
- Provide a reasonable time line for implementing project activities
- Contain an evaluation plan that will accurately measure effectiveness and outcomes
- Involve an appropriate degree of collaboration given its scope and objectives
- Have the support of the key individual(s) necessary for its success
- Request a budget that is reasonable yet sufficient to conduct proposed activities

## Additional Considerations

The likelihood of funding will be enhanced by the extent to which a proposed project:

- Would potentially benefit a significant number of students
- Could be replicated or instituted in other classrooms/schools/districts
- Presents a specific plan for dissemination and future application of results/findings
- Represents an innovative approach and/or design
- Includes, when appropriate, a diverse group of professionals (teachers, administrators, university faculty), as well as community members, parents, and university students
- Addresses the priority areas designated for the 2012-2013 grant cycle

## PROPOSAL FORMAT

Proposals **must** be prepared according to the following action research format:

- I. Cover Page.** Complete the pre-printed Grant Proposal Cover Page.
- II. Project Narrative.** Maximum length: **five double-spaced pages**. **Font size should not be less than 12 points**. The narrative must include the following sections:
  - A. Statement of Need/Problem.** Provide a concise description of the need or problem that will be addressed by your project.
  - B. Objectives.** List and explain the objectives of your project.
  - C. Project Description.** Explain as clearly and concisely as possible the intent of the project, how it will meet the need or solve the problem, and exactly how it will be implemented. Detail the activities that will be undertaken, the sequence in which they will be undertaken, and the means by which they will be performed. Provide a timetable for completing the main activities.
  - D. Evaluation.** Include a plan for assessing the effectiveness of your activities and evaluating the overall success of the project.
  - E. Dissemination.** Describe how you plan to communicate the results of your project to others who might benefit from your findings.
- III. Budget/Budget Narrative.** List the costs associated with conducting your proposed project.

Expenses might include summer payments for proposer(s); costs for securing substitute teachers or ad hoc replacement teachers; wages for student or clerical assistants; equipment, supplies, books, software or other educational materials; photocopying or duplicating costs; travel; etc.

In a narrative of **up to two paragraphs**, explain how the major budget items relate to project activities. For example, if substitute teachers are to be hired to free up classroom teachers/faculty, explain what the teachers/faculty members will be doing during this time. Likewise, if summer stipends are to be paid, describe what activities these payments will support. If materials or pieces of equipment are to be purchased, explain how they will be used in project activities.

**Please note: all grant expenditures must be made between July 1, 2012 and June 30, 2013.**

**IV. Letter(s) of Support/Authorization.** Submit at least two letters of support/authorization, one from an administrator authorized to commit the institution or organization with whom the applicant is affiliated. This could be a building principal, department chair, academic dean, or district administrator. The other could be a coordinator or teacher who will need to participate and cooperate for the proposal to be successful. The letter of support must be written by someone other than the proposer (project director). Collaborative projects should include letters from representatives of all institutions or organizations involved.

### **Supplemental Materials for Applicants**

A variety of informative materials have been identified for prospective applicants to assist them in designing quality projects and developing competitive proposals. These materials may be accessed through the Institute for Learning Partnership's web page at [www.uwgb.edu/learnpart/](http://www.uwgb.edu/learnpart/)

**Proposals must be received by the Institute for Learning Partnership before 4:30 P.M. on Thursday, March 8, 2012. Award announcements will be made and awardees will be notified in May, and projects may begin on July 1, 2012. Faxed submission of proposals are not being accepted. Proposals can be delivered to L.G. Wood Hall, Room 410, on the UW-Green Bay campus or mailed to: Grants to Improve Teaching and Learning, Institute for Learning Partnership, University of Wisconsin-Green Bay, 2420 Nicolet Dr., Green Bay, WI 54311-7001. For additional information or answers to questions, call Lisa Salentine, Institute for Learning Partnership at 920-465-5555.**

**PLEASE NOTE: Applicants from schools within the Green Bay Area School District are required to submit their applications to the district office at 200 South Broadway, Green Bay, phone 920-448-2000.**